




North Carolina Department of Health and Human Services
Division of Mental Health, Developmental Disabilities and Substance Abuse Services
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Michael F. Easley, Governor
Carmen Hooker Odom, Secretary

Michael Moseley, Director

February 9, 2006

MEMORANDUM

To: LME Directors
From: Mike Moseley 
Re: Incident and Death Reporting Forms Changes

This memo is to inform you about changes to:

- information that should be reported on the ***DHHS Incident and Death Report (Form QM02)***
- the ***Level 1 Incident Quarterly Report (Form QM11)*** submitted by providers, and
- the ***Level 2 and 3 Incidents Quarterly Review Report (Form QM13)*** submitted by LMEs.

These changes are effective immediately and are summarized in the enclosed documents (listed below). Please share this information with appropriate LME staff and service providers in your catchment area.

- **Incident Reporting Changes for DHHS Incident and Death Report (Form QM02)** contains several changes to the information that providers are to include on the *DHHS Incident and Death Report (Form QM02)*. These changes are being requested to better protect the privacy of our consumers and to clarify requirements for reporting certain types of incidents.
- **Quarterly Incident Reporting Process Changes** outlines changes that have been made in the quarterly incident reporting process.
- **LME Quarterly Incidents Report (Form QM13)** is the revised quarterly report (formerly the Level 2 and 3 Incidents Quarterly Review Report, Form QM13) that LMEs are to submit to the Division.
- **LME Quarterly Incidents Report Instructions** are the instructions for the revised LME Quarterly Incidents Report (Form QM13).
- **Provider Quarterly Incidents Report** is the revised quarterly report (formerly the Level 1 Incidents Quarterly Report, Form QM11) and instructions that providers are to submit to the LME.

The changes are the result of discussions with LME representatives at the NC Council's Quality Improvement Forum. We believe that these changes will provide LMEs and providers better information to assess trends and patterns and to support improvements in the prevention and management of incidents. I would like to thank this group for its work with the Division's Quality Management Team to make the DHHS Incident Reporting system better serve and protect our consumers.

If you have questions or feedback, contact the Quality Management Team at 919-733-0696 or at contactdmhquality@ncmail.net.

Attachments

cc: Secretary Carmen Hooker Odom
Allen Dobson
Executive Leadership Team
Management Leadership Team
State Facility Directors
Carol Duncan Clayton
Patrice Roesler
MH Commission Chair

Coalition 2001 Chair
SCFAC Chair
Kory Goldsmith
LME QI
Kory Goldsmith
LME QI Directors
LME Client Rights Coordinators
LME Provider Relations Directors

LME Liaisons

